



CIVITAN  
INTERNATIONAL  
North Carolina District East

## Photo, Video & Audio Submission Release Form

Whether you are an amateur or a seasoned professional photographer, videographer, or audio engineer let North Carolina District East of Civitan International showcase your best work!

We are always looking for fresh photos, video, and or audio taken at any Civitan International event as well as, youth programs, and functions for use on the North Carolina District East Civitan website, on our social media pages, and in our publications. We are especially interested in photos, video, and/or audio that depict some aspect of service projects, meetings, and/or social activities that embody what Civitan is all about.

Please view the attached photo guide for further specifications and special notes. Image(s), video(s), and audio file(s) that don't meet the criteria may still be used. However, the clarity or the extent that it can be used may not be optimal.

When submitting any digital media, please note the date, location, club and participants involved, and event specifics.

***There is no way to 100% ABSOLUTELY PREVENT ANY PERSON from downloading or copying your image(s), video(s) and/or audio file(s). If this is a major concern for you, please do not submit your digital media.***

If you want to submit photo(s), video(s) or audio files(s), please complete the form below, and attach the electronic file(s). We will acknowledge receipt of your submission and contact you if we have any questions. Thank you!



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## Photo, Video & Audio Submission Release Acknowledgement

By signing below, I allow North Carolina District East Civitan to reprint and/or reuse the photo(s)/video(s)/audio(s), which I have submitted, in various media formats for an unlimited amount of uses over an unlimited time period. Use of the photo(s)/video(s)/audio(s) is granted at no charge to North Carolina District East Civitan. North Carolina District East Civitan has sole discretion to crop, edit or otherwise enhance the image(s), video(s), and/or audio file(s).

I certify that the image(s), video(s) and/or audio file(s) submitted are my original work and if copyrighted that I am the sole copyright owner. Copyright of the image(s), video(s) and/or audio file(s) remain the property of the photographer, videographer, and/or audio engineer. I also attest to have consent of anyone clearly depicted in image(s), video(s), and/or audio file(s) submitted, and agree to provide proof of consent upon request.

By my signature, I also agree to indemnify and hold harmless the North Carolina District East Civitan & Civitan International from and against all claims, actions, proceedings, damages, losses, liabilities, and costs that may arise from or related to any infringement on any intellectual property rights or other rights of a third party.

Name & Business Name (if applicable):

Club Name:

Phone #:

Email:

Mailing Address:

City, State, Zip:

Signature:

Date:

If submitter is under 18 years of age, a parent or guardian must sign below. I, the undersigned, being parent or guardian of the minor whose name appears above, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

Signature:

Date:

### Photo/Video/Audio Credits

Do you want to be credited when we use your digital media? Please circle your preference. If credit is mandatory or optional, please write in the correct way to credit your work.

Credit is mandatory

Credit is optional

Do not credit when used

Credit Name:



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## Photo Submission Guidelines

Photo submissions should be in one of the following formats. The formats are listed in the order of preference. RAW, .PNG, .JPG

We prefer photos that are 300dpi but can work with lower resolutions.

Please submit your photos at the original image resolutions and file size

Please do not digitally enhance, alter or crop your photographs.

Larger un-cropped photos give us greater opportunity for your images to be used.

### Preferred Image Specific Dimensions

#### Headshots

Preferred minimum dimensions 600w x 800h.

The person should be in the center. Do not cut off any shoulders. It will allow the pictures to look more uniform and professional.

Here's a great example of what to do.

Photo Credit: Catherine Davis Photography [www.CatherineDavisPhotography.com](http://www.CatherineDavisPhotography.com).

Photograph of Helen Moses – Your Voice and Messaging Coach. [www.HelenMoses.com](http://www.HelenMoses.com)



## Header Image

Preferred minimum dimension 2560w x 1578h.

The main activity area should be in the center. When the image is viewed on different device sizes you want the main activity area to still be visible and not cut off.



## Horizontal Images

Preferred minimum dimensions 800w x 600h

### Special Note:

Images that don't meet the criteria may still be used. However, the clarity or the extent that it can be used may not be optimal.

Photography that is used on a website can and may be adjusted. The image may be cropped, lightened, darkened, gradient added, etc.

***There is no way to 100% absolutely prevent someone from downloading or copying your image. If this is a major concern for you, please do not submit your digital media.***